

**CONFIDENTIAL**

Approved For Release 2002/08/26 : CIA-RDP70-00211R000100190077-5

*Rec Mgt*  
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29 July 1953

MEMORANDUM FOR: Chief, General Services Office  
THRU: Assistant Director, C&D *12/ gma.*  
SUBJECT: Storage of Inactive Top Secret Material  
REFERENCE: Memorandum from Chief, GSO to AD/CD dated 23 July 1953

1. Your proposal to include a vault for the storage of Top Secret materials in the Agency Records Center is acceptable to OCD.
2. At present, we have about 40 drawers of relatively inactive material. Moving these documents to a vault area should result in better security, and greater protection against fire than that now offered the material.
3. OCD therefore concurs in the plan to transfer archival responsibility for this material to General Services provided we have your assurance that requests for this material, infrequent as they may be, will be handled with the utmost dispatch. We agree that Regulation   should be modified accordingly, and will be glad to assist in its revision.

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Executive  
Collection and Dissemination

**GENERAL SERVICES  
OFFICE OF THE CHIEF**  
cc: OCD Records Officer  
Director of Security  
CTSE

**RECEIVED**

*of this memo  
Orig to Chief, Records Mgmt Bn.  
7/31/53*

*File: Interim Records Center*

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23 July 1953

MEMORANDUM FOR: Assistant Director for Collection and  
Dissemination  
FROM: Chief, General Services Office  
SUBJECT: Storage of Inactive Top Secret Material

1. We are presently planning the establishment of an Agency Records Center of sufficient size to house and service the inactive records of the entire Agency. We propose to include in this Records Center, a vault which would be approved by the Office of Inspection and Security for the storage of Top Secret material.
2. We realize that, at present, the Office of Collection and Dissemination is charged with the responsibility for furnishing the archives for Agency Top Secret material. However, it appears that some provision should be made for the transfer and storage of inactive Top Secret material to less expensive Records Center storage facilities. We would like to point out, too, that unless some change is made, the volume of such material presently stored by the Office of Collection and Dissemination will be increased considerably when the program for the transfer of inactive records to the Records Center becomes effective. This statement is made on the basis of preliminary reviews of material proposed for transfer to the Records Center and in which we find some Top Secret material scattered throughout.
3. If you concur with the proposal that provisions be made for the storage of Top Secret material in the Records Center, it appears that a revision will be necessary in the present Regulation [ ] which states that the Office of Collection and Dissemination will provide the archives for Top Secret documents.
4. We will appreciate your comments and recommendations as early as possible in order that our plans for the establishment of the Records Center can be completed without delay.

SIGNED

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